

Comprehensive Child and Family Assessment/Wrap-Around Minutes for Teleconference on July 30, 2007

Attendance

Moderator: Leslie Cofield
Mary Hawkins
Sarah Brownlee
Brittany Scott, Intern

Opening Statements

You will receive the State Fiscal Year 2008 Contract soon.

The contract remains the same. However, there are some additional provisions. A financial penalty was added in the event that an agency does not comply with CCFA standards or it is discovered that an agency does not meet CCFA standards.

Provided with each contract is contact information in case any questions arise.

The information that will be needed with the contract is a notarized statement that the following is on file with our office for all staff providing services to children and families.

- fingerprint results from GCIC and NCIC
- legible picture identification
- educational status and licensure for all employees completing assessments.

This information **MUST** be on file in our office before an individual may provide services to children and families.

Points of Interest

If you have any questions or would like to ensure that you have sent all the proper documentation, please contact Sara Brownlee via email at sgbrownl@dhr.state.ga.us.

Please be advised that all new employees **MUST** be approved through our office after submitting all necessary information before they can begin to provide CCFA services.

1. Fingerprint process

We recommend Live Scan for the most expeditious manner to obtain fingerprint results. We also encourage you to make sure the results are sent to the correct department. We need a copy of the results and sometimes you receive a copy before we do. Be sure to send a copy to our office as soon as receive it to ensure that all your information is current.

If you have any questions Sarah Brownlee via email at sgbrownl@dhr.state.ga.us.

2. Monthly Report Requirements

We are working on creating Monthly Report Requirements. We will send the reporting requirements as an attachment to you electronically in order to alleviate any difficulties. You will be responsible for completing the form and submitting it back to our office electronically.

Examples of the type of information that we will need each month:

- number of assessments being completed per month
- number of children placed back in home during assessment period
- Wrap Around Services provided during the reporting period

The purpose of gathering this information is to ensure that we are achieving our safety, well being, and permanency goals. We want to ensure that we are reducing the number of placement moves a child experiences, that the child is safe and that the child reaches permanency within a reasonable period of time.

We will send out an email and attach a hard copy of the reporting requirements to the state fiscal year 2008 contract.

3. Provider Workgroup Report

Earlier this year a group of providers was asked to look at our assessment process and provide some suggestions for improvements.

The workgroup has submitted their report to this office. Leslie Cofield and Dr. Hanevold will work with the group to improve the current assessment standards. We will be meeting later in the week to review the recommendations.

When the standards are modified, you will have an opportunity to review the information and provide comments.

Final Comments

The tele-conference was for informational purposes. Questions should be sent via to lbcofield@dhr.state.ga.us.

A list of questions with answers/comments will be posted on the website at <http://dfcs.dhr.georgia.gov/fostercare>.